

Comptroller's Directive No. 2-04
Attachment 10
Internal Service Fund Financial Statement Template

Purpose

This attachment is new for this fiscal year and is used to obtain the financial statement and footnote information for internal service funds. Attachment 9-Proprietary Fund Financial Statement Template was used last year to obtain Enterprise and Internal Service information. There are separate attachments for Enterprise and Internal Service this fiscal year. This attachment eliminates the need to submit financial statements.

Applicable agencies

This attachment is applicable to all agencies with internal service funds specified on pages 10-12 in the **Preparation of GAAP Basis (GASBS No. 34) Financial Statement Templates (Attachments 8-12)** section of this Directive.

DOA has prepared a separate attachment for each internal service fund. Each attachment contains prior year balances for each specific fund to assist in preparing the fluctuation analysis. Ensure the appropriate attachment is downloaded.

Due date

August 19, 2004

Submission requirements

Separate files have been created for each agency. Below are the agencies and the corresponding file name.

Submit the excel spreadsheet electronically to finrept@doa.virginia.gov.

Copy APA via E-mail to APAFinRept@apa.state.va.us.

Do not submit paper copies of the excel attachment.

<i>Agency/Fund</i>	<i>File Name</i>
Department of General Services:	
Consolidated Laboratory Water Testing	194Att10-Consolidated Labs.xls
Engineering Services	194Att10-Engineering Services.xls
Federal Surplus Property	194Att10-Federal Surplus Property.xls
Fleet Management	194Att10-Fleet Management.xls
Graphic Communications	194Att10-Graphic Communications.xls
Maintenance & Repair	194Att10- Maintenance & Repair.xls
Property Disposal Service	194Att10-Property Disposal.xls
State Surplus Property	194Att10-State Surplus Property.xls
Virginia Distribution Center	194Att10-VA Distribution Center.xls

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Submission requirements, continued

<i>Agency/Fund</i>	<i>File Name</i>
Department of Human Resources Management Workers' Compensation Health Insurance Fund	129Att10-Workers Comp.xls 149Att10-HIF.xls
Department of the Treasury	152Att10-Risk Management.xls
Virginia Correctional Enterprises	711Att10-VCE.xls
Virginia Information Technologies Agency	136Att10-VITA.xls

**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log Tab in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

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**General
information**

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data.
2. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete **Tab 6 – Commitments Tab** and **Tab 7 – Miscellaneous Tab**. All Internal Service Fund agencies must also complete Attachment 17, Internal Service Fund – Conversion to Governmental-wide Statement of Activities.
3. Refer to the **[GASBS No. 33 – Nonexchange Transactions Overview](#)**, **[GASBS No. 34 – Financial Reporting Model Overview](#)**, and **[Additional Guidance for Preparation of GAAP Basis \(GASBS No. 34\) Fund Financial Statement Templates](#)** sections of this Directive for additional preparation guidance.
4. Each template will require a fluctuation analysis from prior year's template. DOA has included fiscal 2003 amounts in this template for comparison purposes. Each agency should review the Directive section entitled **[Additional Guidelines for Preparation of GAAP Basis \(GASBS No. 34\) Fund Financial Statement Templates](#)**, **[Fluctuation Analysis Guidelines and Materiality Scopes](#)** to determine the dollar and percentage variances that require explanation.

Note: DOA has made revisions to some of the 2003 amounts presented in the templates. These modifications result from adjustments made to the amounts submitted in fiscal year 2003 to ensure consistency in CAFR reporting. Notes have been provided to explain these revisions, and agencies should consider these explanations when completing the fiscal year 2004 templates.

5. Provide explanations for fluctuation analysis in a Microsoft Word document and submit with the template.
 6. Contact those listed in the **[Questions](#)** section of this Directive if additional guidance is required.
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